



Montgomery County Department of Permitting Services  
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Rockville, MD 20850  
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<http://permits.emontgomery.gov>



## Commercial Site Submittal Checklist for Work in the Public Right-of-Way

Project/Subdivision Name \_\_\_\_\_

Street(s) \_\_\_\_\_

The following checklist has been developed to assist you in submitting information necessary to review and/or approve construction plans and process permits for work in the public right-of-way associated with the development of commercial or non-residential property. Having these items will facilitate review and approval by eliminating delays as a result of incomplete submittals.

Building Permit No. \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Address/Streets: \_\_\_\_\_

*(Please check all that applies)*

- ☐ Application for Work in Public Right-of-Way Permit.
- ☐ Sight Distance Certification for each entrance.
- ☐ One print of approved preliminary plan and/or Site plan, if applicable.
- ☐ One print of existing record plat or proposed plat (if not recorded).
- ☐ One copy of DPW&T's preliminary and/or DPS's site plan review comments letter, if applicable.
- ☐ One copy of Public Improvement Agreement (P.I.A.), if applicable.
- ☐ One print of certified drainage study with computations.
- ☐ One print of construction drawings showing all existing and proposed features, including but not limited to the following items.
  - Delineate the anticipated on-site truck circulation pattern and the location and dimensions of any proposed off-street loading spaces.
  - Label gross floor area of proposed building(s).
  - Delineate vehicle on-site traffic circulation pattern.
  - Note required number of parking spaces (show locations of Handicap Parking Spaces).
  - Label classification of ALL adjoining roads.
  - Label posted speed limits.
  - Show location(s) of dumpsters, construction/perimeter fence(s), etc.

**NOTE:** All plans need to be sealed by a professional engineer, land surveyor or architect, as applicable, duly registered to practice in the State of Maryland and under the applicable laws pertaining to each.

Company's Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

Type or Print Name \_\_\_\_\_